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California Emergency Management Agency

April 13, 2000

Dale Bonner, Secretary
Business, Transportation and Housing Agency
980 9th St. Ste 2400
Sacramento, Ca. 95814

Subject: Corrective Action Plan for Monitoring Narrative Report #M08-028

Dear Mr. Bonner:

As you are aware, the California Emergency Management Agency is responsible for monitoring subgrantees to ensure that all administrative, programmatic and financial responsibilities are fulfilled and in accordance with the individual grant guides and applicable rules and regulations.

We have completed our review of your submitted corrective action plan for fiscal year FY04-0045 grant programs and have concluded that you have implemented appropriate corrective action as prescribed in the Monitoring Narrative Report #M08-028. Therefore, no further action is required on your part.

Sincerely,

Brendan A. Murphy, Deputy Director
Division of Administration
Monitoring and Audits Unit

cc: Sarah Knight, Program Representative
Monitoring and Audits Unit, Chron File
Grants Management Unit, Chron File



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OFFICE OF HOMELAND SECURITY

August 29, 2008

Dale Bonner, Secretary
980 9th Street Ste. 2400
Sacramento, Ca. 95814

Monitoring Report #M08-028

Dear Mr. Bonner:

On July 1, 2008, the Office of Homeland Security (OHS), Monitoring and Audits Unit, Program Monitor, Jennifer Kolbe conducted a monitoring desk review for the purpose of monitoring Homeland Security Grant Programs. I wish to thank you and your staff for the courtesy extended to Ms. Kolbe during the review process. Enclosed, you will find the monitoring report for the following grant:

GRANT	PROGRAM NAME	PERIOD MONITORED
2004-0045	FY04 Homeland Security Grant Program (HSGP)	12/01/03-08/29/08

The monitoring included a review of staffing needs, operational practices, source documentation, activities, and data reporting requirements. In addition, the monitors examined the grant for compliance with federal financial, administrative and auditing requirements, program guidelines, and other mandates as applicable. Finally, the monitors performed a selected review of accounting records that support the amounts claimed in your reimbursement requests. Project expenditures were validated to provide reasonable assurance that expenses are related to the grant, proper records are maintained, and expenditures are properly authorized and recorded.

As a reminder, the purpose of monitoring is to assist projects in the achievement of their goals and aiding them in administering their grant funds in the most effective and efficient manner. The monitoring is used as a tool to assist the subgrantee in complying with these requirements. Your OHS Program Representative will receive a copy of the monitoring report. Their name and phone number are identified on the face sheet of the report.

If the monitoring report does not identify any findings, a Corrective Action Plan is not necessary and the monitoring process is complete.

If any findings are identified in the monitoring report, you will have 120 days from the last day of the monitoring review to submit a Correction Action Plan to the Program Monitor.

The corrective action process provides two options:

Option One – The subgrantee self certifies by the submission of an Action Plan that details the corrective steps implemented, and that any finding(s) noted in the monitoring report are resolved.

Option Two – Submission of an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff (i.e. technical assistance).

When corresponding to our office regarding this monitoring report, please include the monitoring control number on all correspondence. Send your response to:

Governor's Office of Homeland Security
Grants Administrative Section
Monitoring & Audits Unit
State Capitol
Sacramento, California 95814

Thank you for your participation in the monitoring process. If you have any questions regarding this letter or the attached report, please feel free to contact me at (916) 323-9153.

Sincerely,



Brendan Murphy
Deputy Director
Administrative Division

Attachment

cc: Sarah Knight, Program Representative
Monitoring & Audits Unit, chron file
Grants Management Unit, grant file

Monitoring Report Response Form

TO: Governor's Office of Homeland Security
Grants Management Section
Monitoring & Audits Unit
State Capitol
Sacramento, CA 95814

Grant Numbers: FY04-045

Monitoring Control Number: M08-028

Attention: Jennifer Kolbe
Program Monitor

Response Due: 10/30/2008

FROM: Subgrantee: _____

Option One

☐

I have reviewed the above referenced monitoring report and have submitted for your records a copy of the subgrantee's Action Plan detailing the corrective steps that have been implemented, and self certify that the findings noted in the monitoring report have been corrected.

Option Two

☐

I have reviewed the above referenced monitoring report and have submitted for your review and approval, an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff.

Authorized Signature

Title

Date

Typed Name

Title

Telephone Number



**CALIFORNIA GOVERNOR'S
OFFICE OF HOMELAND SECURITY
MONITORING NARRATIVE REPORT**

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2004-0045-000-92054	FY04 Homeland Security Grant Program (HSGP)	12/01/03 to 07/01/08	\$140,465

California Business, Transportation and Housing Agency			
AUTHORIZED AGENT:	Dale Bonner	ADDRESS:	980 9 th Street, Ste 2400 Sacramento, Ca. 95814
CONTACT EMAIL:	dbonner@bth.ca.gov		
CONTACT PHONENUMBER:	(916) 323-5401		
ALTERNATE POINT of CONTACT:	Belen Torres		
CONTACT EMAIL:	dbonner@bth.ca.gov		
PROGRAM REPRESENTATIVE:	Sarah Knight	E-mail:	sarah.knight@ohs.ca.gov
PHONE NUMBER:	(916)322-9067		
PROGRAM MONITOR:	Jennifer Kolbe	E-mail:	jennifer.kolbe@ohs.ca.gov
PHONE NUMBER:	(916)324-6118	DATE OF MONITORING:	July 1, 2008

PERSONS INTERVIEWED DURING MONITORING VISIT

NAME	TITLE	AGENCY
Dale Bonner	Secretary	Ca. Business, Transportation and Housing Agency
Belen Torres	Administrative Assistant	Ca. Business, Transportation and Housing Agency
Karin Fish	Deputy Secretary	Ca. Business, Transportation and Housing Agency

Prepared by:

Jennifer Kolbe, Program Monitor, OHS Administration Division, Monitoring & Audits Unit

Date

Approved by:

Brendan Murphy, Deputy Director, OHS Administration Division, Monitoring & Audits Unit

Date

Monitoring Report

Monitoring Report Summary	Total # of Items in Category	In Compliance	Not in Compliance	Not Monitored	Not Applicable	Total
A. Administrative Review						
Review of Audit Reports	2				2	2
Grant Assurances	1	1				1
Grant Approval Notification	2	1			1	2
Performance Reports	1	1				1
Homeland Security Strategies	1	1				1
Publication of Published Materials	1				1	1
B. Programmatic Review						
Program Goals and Objectives	2		2			2
Exercise	2				2	2
Training	1				1	1
Planning	1		1			1
C. Financial Management						
Accounting System	8	8				8
Distribution of Funds	1				1	1
Advance of Funds	2				2	2
Change Requests/Modifications	2	2				2
Maintenance of Records	1				1	1
D. Fiscal: Personnel Services						
Management and Administrative Services	3				3	3
Overtime/Back Fill	3				3	3
E. Fiscal: Procurement						
Responsibility	1	1				1
Methods of Procurement	4	4				4
F. Fiscal: Equipment & Property Management						
Equipment Purchases	3	3				3
Property Management & Records Keeping	2				2	2
G. Subgrantee Monitoring & Oversight						
Subrecipient single audit requirements	1				1	1
Management and Administrative Responsibility	1				1	1
Overtime/Backfill/CTO Responsibility	1				1	1
Procurement Responsibility	1				1	1
Equipment & Property Management Responsibility	1				1	1
Total	49	22	3	0	24	49

Monitoring Report

PROGRAM SUMMARY

Corrective Action Plan: Required.

MONITORING REPORT DETAIL

- A. Administrative Review:** Subgrantee in compliance (4 items); Not applicable for Subgrantee (4 items).
1. **Review of Audit Report:** Not applicable for Subgrantee (2 items).
 2. **Grant Assurances:** Subgrantee in compliance (1 item).
 3. **Grant Approval Notification:** Subgrantee in compliance (1 item); Not applicable for Subgrantee (1 item).
 - a. Maintain required records Subgrantee in compliance (1 item).
 - b. Conditions Rectified: Not applicable for Subgrantee (1 item).
 4. **Performance Reports:** Subgrantee in compliance (1 item).
 5. **Homeland Security Strategies:** Subgrantee in compliance (1 item).
 6. **Publication of Materials:** Not applicable for Subgrantee (1 item).
- B. Programmatic Review:** Subgrantee not in compliance (3 items). Not applicable for Subgrantee (2 items).
1. **Program Goals and Objectives:** Subgrantee not in compliance (2 items).
 - a. Goals and Objectives clearly defined. Subgrantee not in compliance (1 item).
- Requirement:** Grant Guides, 2004-0045, page 18, states, "eligible planning activities include:
"...development or enhancement of emergency operations plans and operating procedures."
"...development of terrorism prevention/deterrence plan."
"...development or enhancement of response and recovery plans."
"...development or enhancement of cyber security plans."
"...development or enhancement of cyber risk mitigation plans."

Monitoring Report

- B. 1. a. ...”development or enhancement of continuity of operations and continuity of government plans.”

Finding #1: The subgrantee did not fulfill the goals and objectives for the 2004-0045 grant year. The duty statement submitted by the subgrantee for the full time contracted position for Jeff Newman, included one paragraph on Homeland Security activities with this portion only being allotted twenty percent (20%) of the duty statement.

Action Required: The subgrantee must submit a duty statement consistent with the eligible planning activities as written in the Grant Guides, 2004-0045, page 18. The duty statement must have one hundred percent (100%) of the position reflecting work performed on Homeland Security activities. If the subgrantee can not provide a duty statement consistent with the allowable planning activities, the salary of Jeff Newman in the amount of \$140,465 becomes questionable costs and will need to be backed out of the grant.

b. *Demonstrated Relationship to Homeland Security Goals and Objectives.* subgrantee not in compliance (1 item).

Requirement: The subgrantee’s project activities must demonstrate a relationship to Homeland Security’s goals and objectives as stated in the Grant Guides 2004-0045, page 18.

Finding #2: The subgrantee’s project narrative detailed specific work to be accomplished in the grant year but the Program Monitor did not receive a detailed project report from the subgrantee. The project report needs to provide objectives of the position as it relates to the Homeland Security grant.

Action Required: The subgrantee must submit a completed project report of time spent on the grant consistent with the goals and objectives put forth in the 2004-0045 grant guides. See “Requirements” under Finding #1.

2. **Exercise:** Not applicable to Subgrantee (2 items).
3. **Training:** Not applicable to Subgrantee (1 item).
4. **Planning:** Subgrantee not in compliance (1 item).

a. *Planning activities/cost allowable and applicable.*

Requirement: OMB A-27, Attachment B, #8(h) states: “Salaries and benefits for personnel involved in the grant or project must be based on the actual percentage of time spent on each

Monitoring Report

grant or activity. OMB Circular A-87, Attachment B, #8(h)(4) states, in part, "Charges to Federal awards for salaries and wages...will be based on payrolls documented in accordance with generally accepted practice...that salaries and benefits of personnel supported by the grant or project must be verified by functional timesheets of the time spent on each grant project activity."

Finding #3: The subgrantee did not provide functional time sheets in support of the \$140,465 salary for Jeff Newman in the 2004-0045 grant year.

Action Required: The subgrantee must provide functional time sheets for every month Jeff Newman worked on the 2004-0045 grant. If the subgrantee can not provide functional time sheets, the \$140,465 becomes questionable costs and will need to be backed out of the grant.

C. Financial Management: Subgrantee in compliance (8 items); Not applicable for Subgrantee. (6 items).

1. **Accounting System:** Subgrantee in compliance (8 items).
2. **Distribution of Funds:** Not applicable for Subgrantee (1 item).
3. **Advance of Funds:** Not applicable for Subgrantee (2 items).
4. **Change Request/Modifications:** Not applicable for Subgrantee (2 items).
5. **Records Maintenance:** Not applicable for Subgrantee (1 item).

D. Fiscal: Personnel Services: Not applicable for Subgrantee (6 items).

E. Fiscal: Procurement: Subgrantee in compliance (5 items).

F. Fiscal: Equipment & Property Management: Not applicable for Subgrantee (5 items).

G. Subgrantee Monitoring & Oversight: Not applicable for Subgrantee (5 items).

MEMORANDUMCAP
satisfied

To: Brendan Murphy, Deputy Director
Administrative Division
Governor's Office of Homeland Security
Grants Administrative Section
State Capitol
Sacramento, CA 95814

Date: November 10, 2008

From: Marjorie Berte, Undersecretary
Business, Transportation and Housing Agency
980 9th Street, Suite 2400
Sacramento, CA 95814

Prepared by: Karin Fish, Deputy Secretary
Administration and Finance

Subject: Monitoring Report #M08-028

We received your letter dated August 29, 2008 with regard to the FY 04 Homeland Security Grant. Attached to the letter was the subject monitoring report that identified deficiencies in the grant performance and requested a corrective action plan. We have attached a duty statement that shows the position assigned to complete the work under the grant agreement. Unfortunately, that is the only documentation that is available. Based on historical documents at this agency, the grant was awarded December 1, 2003 and the objective was to prepare a report that inventoried California's military installation assets available to respond to chemical, biological and radioactive events. Work on the grant began in October 2004.

Documentation was researched and provided to Program Monitor, Jennifer Kolbe that consisted of invoices prepared and submitted for payment for staff salaries. In discussing this with staff, I was informed that three staff actually worked on the project, however, two were loaned to the agency and have since moved on to other positions outside of state government. Current staff have also reported that several meetings were conducted with various military installations over the course of many months and a blank inventory template was prepared. Unfortunately, given the nature of the material requested, military installations were reluctant to share this type of information with a non-military organization. As such, the inventory report was not able to be completed.

In addition, the staff assigned to work on the grant were not instructed to prepare timesheets and no documentation of time worked on the project was ever generated. While we realize that failure to provide the requested documentation may result in an audit issue, the length of time between the award and monitoring period has a negative effect on this agency's ability to submit the requested documentation.

Please contact Karin Fish at (916) 322-4071 or via email at karin.fish@bth.ca.gov if you have any additional questions.

POSITION DUTY STATEMENT

CLASSIFICATION TITLE Staff Development Specialist	PROGRAM Business, Transportation and Housing Agency	
WORKING TITLE Homeland Security Grant Manager	POSITION NUMBER 699-004-6271-001	EFFECTIVE October 2004

HIGH PERFORMANCE AND QUALITY WORK PRODUCTS

As a valued member of the Business, Transportation and Housing Agency (BTH), each employee is expected to report to work regularly and on time; work cooperatively with team members and others; and treat others fairly, honestly and with respect. In addition, each employee is expected to:

- Achieve the highest-possible standards for performance and quality of work products, including clarity, coherence and consistency in articulating an overall vision and direction for the program responsibilities and duties.
- Produce highest-possible quality written documents to ensure maximum effectiveness in communications. Essential aspects of quality written documents include, but are not limited to:
 - Compliance with the Agency writing style manual and universally-recognized rules of grammar, punctuation, and spelling, as well as parallel construction of sentences, paragraphs and documents
 - Precision and accuracy in presentation of data, statistics, and conclusions.
 - Consistency in use of concept descriptions and preferred terminology as set forth in base documents for programs and projects.
 - Consistency and logic in formatting and headings.
 - Accuracy and consistency in details, such as names, abbreviations, dates, and numbers.

OVERALL RESPONSIBILITY

Under the general direction of the Secretary of the Business, Transportation, and Housing Agency, the Technology and Commerce Partnership Manager will be responsible for oversight of technology-based economic development programs and initiatives that increase sustained profitability, make better use of California's human capital and maintain the flow of innovation from California's technology-based industries to the global marketplace.

SPECIFIC DUTIES

Relative Percent of Time required	Description of Essential Duties
25%	Incumbent will work with appropriate civil and military stakeholders to ensure the rapid recovery of California's commerce and trade sectors from

POSITION DUTY STATEMENT

Relative Percent of Time required	Description of Essential Duties
	terrorism incidents caused by chemical, biological, radiological/nuclear, and explosive (CBRNE) incidents.
25%	The incumbent will perform the necessary research and prepare the necessary reports to characterize the future military force at bases in California and create an inventory of military mission capabilities that can be employed to improve homeland security.
25%	The incumbent will construct a collaborative working group to determine and measure effectiveness of system-wide response, with a specific focus on where State initiatives in (a) aerospace, (b) technology transfer and commercialization, (c) food security and (d) response to bioterrorism can add value.
25%	Incumbent will perform special assignments relating to this project for the Secretary and other duties as the Secretary deems appropriate.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This is a technical expert position requiring skills, knowledge, and abilities definably above the journey person level. Incumbents are assigned difficult, complex, and sensitive program responsibilities. Incumbents will be responsible for the development and application of research techniques, as well as, conducting complicated studies and consultative services on the feasibility, impact, or potential of a variety of business and technology development activities and programs. This is also the first working supervisor level of the series. Positions at this level are the staff expert consultant and/or supervise a small group of professional and technical staff. Positions are identified using the following criteria: (1) management responsibility for statewide components of a program of significant complexity and sensitivity, (2) functions as recognized authority in an area of extreme sensitivity, and (3) functions as a non-supervisory staff specialist in a difficult and sensitive program development, policy, or coordination position.

SUPERVISION RECEIVED

This position receives general direction from the Agency Secretary. This position has very broad latitude in planning, organizing, and accomplishing work independently.

SUPERVISION EXERCISED

This position does not supervise.

EMPLOYEE NAME (PRINT)	EMPLOYEE SIGNATURE	DATE
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POSITION DUTY STATEMENT

I have discussed the duties with (employee's name) and provided a copy of this duty statement for the employee named above.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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